

# Little Traverse Bay Bands of Odawa Indians

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## Job Posting

**Job Title:** LAB TECHNICIAN  
**Department:** Environmental Services  
**Reports To:** Environmental Services Director  
**Starting Range:** \$26,075 - \$35,278  
**Level:** 3  
**Date Posted:** 12-2-05  
**Closing Date:** 12-23-05

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### SUMMARY

The Lab Technician will be responsible for maintaining and expanding the Environmental Services Water Quality Lab. The candidate will be responsible for laboratory analysis of water samples collected for the water quality monitoring and wetland assessment programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but other duties may be assigned

#### Lab

- Develops standard operating procedures for water analyses.
- Orders, operates, and maintains water analysis equipment.
- Analyzes both chemical and biological water quality parameters.
- Responsible for general maintenance of lab area.
- Responsible for assistance with preparation for sampling events and maintenance of water quality databases.
- Maintains proper documentation of samples from collection through the analysis process (chain-of-custody).

#### Other

- Responsible for the implementation of the tribal well-water monitoring program.
- Responsible for Tribal Public Water System sampling and data maintenance.
- Operates a Global Positioning System.
- Maintains knowledge of LTBB policies and views regarding water protection.
- Maintains knowledge of EPA policies, criteria, etc. regarding water protection.
- Maintains and establishes relationships with local conservation agencies that the Tribe is collaborating with and participates on any ongoing projects with those agencies during employment period.
- Attends water quality/wetland meetings and functions.
- Assists with the following as needed:

#### Biological sampling

- Collects Macroinvertebrate on streams using kick net screens.
- Collects Macroinvertebrate on lakes using an Ekman bottom sampler.
- Sort and sub-sample aquatic Macroinvertebrates.

#### Limnological sampling

Collecting data using a Hydrolab multiprobe, Kemmerer water sampler and a secchi disk.

Integrates grab samples on streams (Equal Width Increments).

### **Habitat Assessment**

Measures stream velocity using a Marsh McBirney flow-meter.

Assesses stream habitat using physical parameters such as bank stability, sediment/substrate, embeddedness, velocity, frequency of riffles, riparian vegetation, etc.

### **SUPERVISORY RESPONSIBILITIES**

There will be no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license with a good driving record, reliable transportation, and be insurable.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds (data collection equipment on land and off a boat or canoe). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions during all four seasons. The noise level in the work environment is usually moderate.

### **EDUCATION and/or EXPERIENCE**

Must have a B.S. in Environmental Sciences or related field. Emphasis on Water Chemistry or Aquatic Sciences preferred. Must have a minimum of two years work experience in environmental or related field.

Must possess experience with data analysis, expertise with lab protocol and equipment, and expertise with computer software. (Windows 2000, Office 2000 Pro, etc.) Experience with operation and maintenance of boats, outboard motors, and canoeing desirable. Must be self-motivated, trustworthy, and dependable. Must possess excellent oral and written communication skills. **Must be detail-oriented.**

### **OTHER**

Native American Preference will apply.